

Emissions Inventory Help Sheet for Large Aboveground Storage Tanks

This help sheet supplements the “Instructions for Reporting 1999 Annual Air Pollution Emissions,” which you should refer to for additional information related to your report. We require some facilities to calculate emissions using the EPA TANKS program each year, while other facilities use previously calculated values. **These instructions apply only to those facilities which use previously calculated values.** Enclosed with this package is a copy of your County-approved 1998 Evaporative Process Forms that include standing losses, as well as preprinted forms for completing your 1999 emissions report.

What do I have to report?

For the 1999 Annual Emissions Inventory, the only reportable tank-related pollutants are **volatile organic compounds (VOCs)**. These pollutants are reported on **Evaporative Process Forms**.

You should report or account for the following three categories of **aboveground tank-related** emissions:

- Working Losses
- Standing Losses (Your standing losses will be the same for 1999 as for 1998.)
- Loading Emissions

Working and standing losses are reported by tank. Report on each tank that meets either of the following criteria:

1. a tank which stored gasoline.
2. a non-gasoline tank which had at least 100 pounds of working + standing annual emissions (a prior year determination with the same product is satisfactory).

If you modified a tank, added a tank, or changed products in a tank in 1999, please contact Jess Lotwala at (602) 506-6735 for further instructions. You may need to run the TANKS program for that tank.

How do I fill out the Evaporative Process Form for Working and Standing Losses?

Your Evaporative Process Forms should be preprinted in the correct format. Each tank has two “processes” with separate process ID numbers. One process is working losses and the other is standing losses.

Working loss emission factors (EF) for your tanks are preprinted on your 1999 report forms. Enter the number of gallons of throughput in column 10. Multiply the number of gallons by the EF and report the result in column 16.

Standing loss emissions for a tank are stable from year to year. Copy the standing loss emissions from your 1998 report (enclosed) onto the 1999 report forms to both column 10 as the quantity measured and column 16 as the resulting emissions. The EF is “1” and should be preprinted.

How do I fill out the Evaporative Process Form for Loading Emissions?

Your forms should be preprinted with the correct format. For loading changes or first-time reports, call for the Help Sheet for Reports Using EPA TANKS3.1 Program.

For each product and each type of loading, enter the total gallons loaded in column 10 of the Evaporative Process Form. **If you used no vapor controls or if you used only a vapor balance system to control vapors, use the EFs preprinted on your 1999 forms.**

- With no vapor controls, multiply total gallons by the EF and enter the result in column 16.
- With a vapor balance system, multiply the total number of gallons × the emission factor × 0.1 (the default value of emissions using vapor balance) and enter the result in column 16.

For loading using an emission control device other than vapor balance, the business which operated the control device must report loading emissions and pay related fees for all the users. If your products were loaded using someone else's control device, identify in an attachment whose control device was used and how many gallons of your product were loaded using that device in 1999.

If you operated a condenser or thermal oxidizer vapor control device, use a pound-per-gallon EF derived from test results for your system. Use the highest EF value if there were multiple tests during the year. If there was no test done during the year, use the EF from the most recent test results. Attach test identification, date and summary of emission test results. If a pound-per-gallon EF is not shown on the summary of test results, show how the EF was calculated on an Emission Factor Calculation Form. Provide a vapor control device ID number on the Control Device Form. Enter the control device ID number on the Evaporative Process Form, but do not enter capture or control efficiencies, since the EF already accounts for capture and control. Fill out a Stack Form if required.

Loading emissions are the vapors displaced when loading drums, tank trucks, rail cars, and fuel tanks of aircraft and vehicles. Some sites which load aircraft or fleet vehicles have to report emissions from two loading transfers on site: first to a delivery truck, then to the aircraft or vehicles.

CHECKLIST

The following items should be included when you submit your 1999 annual emissions report:

- Business Form.
- Evaporative Process Form for each type of tank.
- Loading alternatives:
 - a) If your product was loaded using an emissions control device operated by another company, on an attachment, name the company responsible for the control device and show how many gallons of each product was loaded using that device.
 - b) For all other product loading, provide at least one Evaporative Process Form for loading, and (if applicable) a summary of test results showing how the emission factor was calculated.
- Additional Evaporative or General Process Forms if you had any other types of emissions, such as tank purging, equipment leaks, pumpback emissions or combustion emissions.
- A **signed** Data Certification/Fee Calculation Form.
- Information on **excess emissions and accidental releases**. These emissions come from down-time or malfunctioning of control devices or from spills. Such emissions must be reported to the Department immediately when they occur, as well as in this annual report. Show the total on the "Accidental Releases" line of the Data Certification and Fee Calculation Sheet.
- Fee payment (if applicable).